# Manager Approval of Time-Off Requests

Approving an employee's request for time off is the responsibility of the Reports To supervisor in the Kronos environment. This does not necessarily mean the direct supervisor for the employee; it is the person who approves the time off requests. The process is very detailed and must be done correctly so that the employee will receive the correct time off and worked time. Below you will find step by step instructions on how to perform this task.

All requests for time off will appear in the manager's Inbox. Managers need to regularly check the Inbox for pending requests.   The screen will look like the example below:
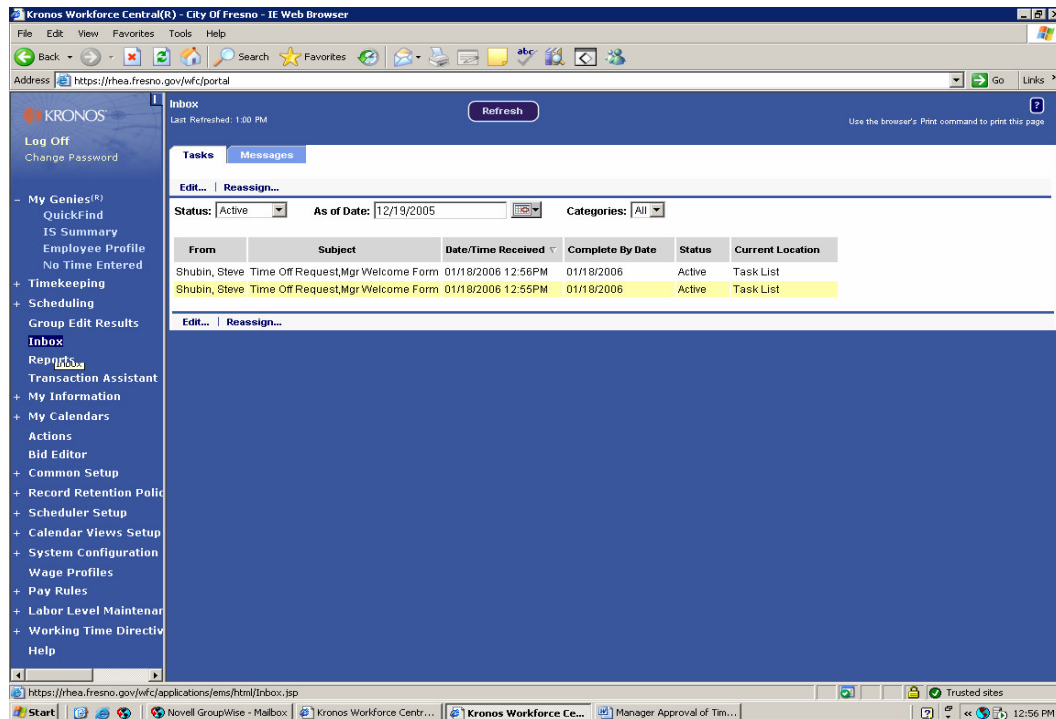
The manager will be able to see which employees have requested time off and the date of the request. Open the request to see what days and or hours the employee is requesting by highlighting the request and clicking **Edit**. You will receive a pop-up box that initiates the Time-Off Evaluation Process.
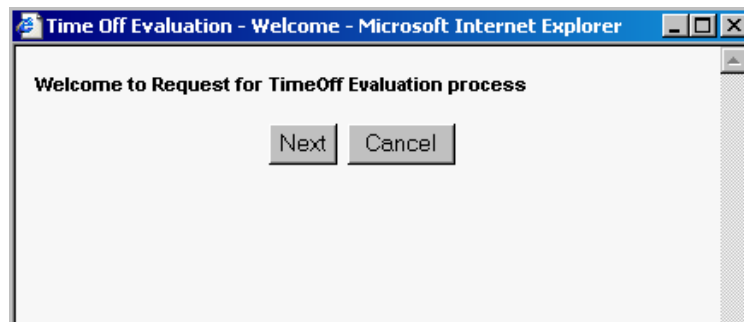
Click the Next button. The process will then begin and you will have the approval form, which should look like the following.

This approval form is broken up into three sections with the first being pertinent information on the employee. It will tell you if there are any rule or accrual violations taking place. This basically means the employee is taking time off that is not allowed under their pay rule or they are trying to request more time than what is available into the future. Other information provided is the name, employee id, and available balances.

The second section of the form is a breakdown of what the employee is requesting. It breaks the information down as to what kind of leave is being requested and the start and end date. The Hours Type is going to vary on the amount of hours the employee requests. If they request a portion of the day off, you will see what is shown above and the start time and the scheduled hours per day will be populated with the pertinent information. The Day Type should always be populated with Scheduled and Non-scheduled Days. The message field will be populated only if the employee entered any information into this field.

The third section which is separated by the heading of '**What do you want to do?**' is the area where you the supervisor/manager will decide if the employee will get the time off they are requesting. This has been the issue where we are finding the errors are taking place within the employee's timecards and ill-advised overtime calculations. We want uniformity so we are going to request that all managers no matter what type of leave nor the amount of hours needs to complete the approval the exact same way.

First you will click the Approve radio button and the next two boxes called the Override Shift and Create Open Shift check boxes need to be **unchecked**! By default the system automatically does this for you so there is no need to touch these boxes. You can also enter a message if needed and then click the Next button. You will receive a screen that looks like:
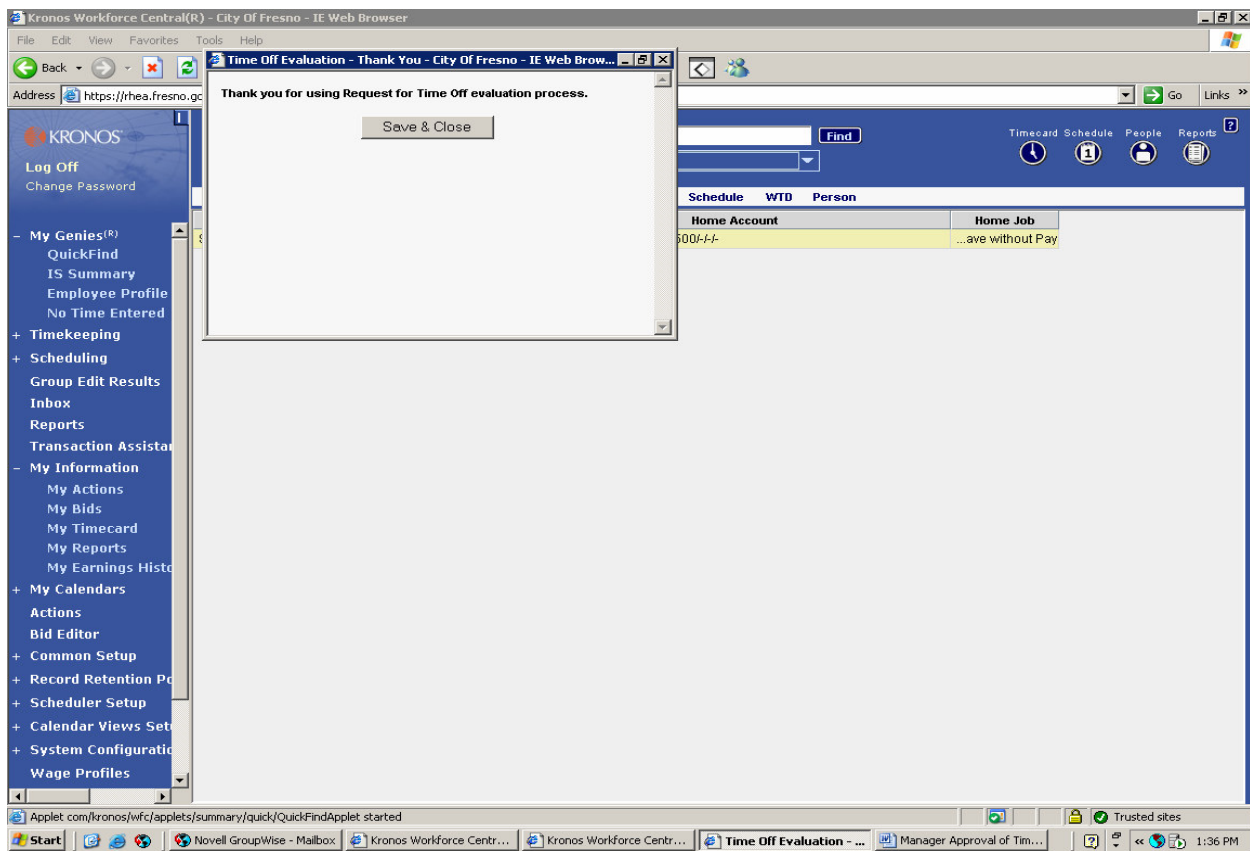
Click the Save and Close button and the time has now been approved.

The example which was given above was for an employee requesting a full scheduled day off. An employee's request for partial day off is slightly different, but the same process is followed to approve the request.
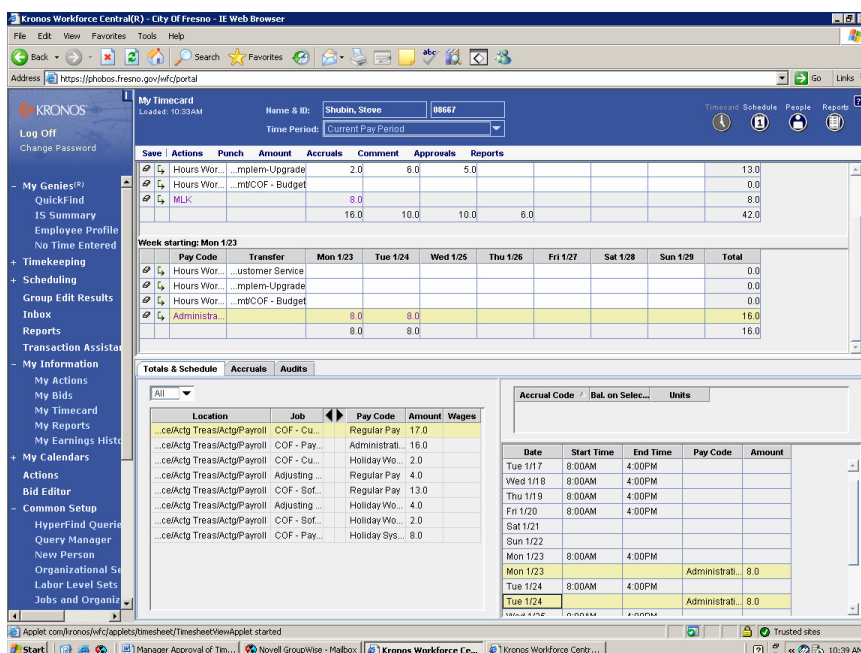
The employee's timecard now shows the correct leave codes and the time is in purple. Most importantly is the employee's schedule now is correct in showing his time off.

It is important to remember this approval process is only for time requested into the **future.** For any other time off which has already occurred needs to be processed with the paper Time-Off Request Form and the time will need to be manually posted into Kronos.

The process of approving a Canceled Time-Off Request is also going to be handled in the same fashion as approving time off. Kronos requires approval of a cancellation request because of scheduling issues. If the approval is not done before the day in question you will need to manually fix this issue in the employee's schedule.